**Amicroe Tab II Tablet – Quick Instructions**

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| The Basic Gestures | |
| Turning the tablet On / Off: Use the Power Button. It’s on the edge near the camera lens. | Turn On: Hold 3 secs  Standby: Hold 1 sec  Waken : Hold 1 sec  Shut Down: Hold 5 secs |
| Open the start-up screen to get to the ‘Desktop’ | Drag the circular lock symbol to the edge of the screen |
| Opening an App | Tap its icon |
| View the other Desktop screens | Swipe or flick the desktop in **🡨** or **🡪** direction |
| Move or delete an icon | Tap and hold the icon. Then drag it to the required place. To delete it, drag it to the ‘X’ at the top of the screen |
| Get more App icons for the desktop | 1. Tap the  icon at top right corner of the desktop. 2. Locate the required app icon, then tap and hold to move it. |
| Return to the Desktop | Tap the Home icon , bottom left edge of the screen |
| Go back a screen | Tap the Back icon , bottom left edge of the screen |
| List all running Apps | Tap the Running Apps icon , bottom left edge of the screen |
| Shutdown a running App | 1. As above, List all running Apps 2. Locate the App, Flick it left or right |
| Get more Apps | 1. Tap the Play Store App 2. Search for the required App (there are Free and Paid ones) 3. Click Install. Read and accept any conditions |
| Open settings for an App | Usually it’s an icon with 3 vertical dots . Tap it. |
| Type Text | Normally the keyboard will appear if you have to type text.  Otherwise tap the text area you want to type into. |
| Edit text you’ve typed | 1. Tap and hold the text until it is selected. 2. Drag the blue cursors to reduce / expand the selected text. 3. Start typing to replace what is selected.  Or push the key to  delete the selected text |
| Type numbers & symbols | On the keyboard, tap the  key. |
| Type in UPPERCASE | On the keyboard, tap the  key. Double tap it to lock the keyboard into all UPPERCASE. Tap again to unlock. |
| Use Cut and Copy | Select the text as above. Then tap the Edit button |
| Use Paste | Select the spot where you want to Paste and ‘Paste’ will appear. |